



# JUDICIAL COUNCIL OF CALIFORNIA

## ADMINISTRATIVE OFFICE OF THE COURTS

455 GOLDEN GATE AVENUE – SAN FRANCISCO, CA 94102-3660

### LAW STUDENT

The Judicial Council of California, Administrative Office of the Courts (AOC), located in San Francisco has summer openings for law students. The work hours are flexible around individual availability, but must be at a minimum **16** hours per week.

### **The Judicial Council**

The Judicial Council, chaired by the Chief Justice of the California Supreme Court, is the chief policymaking agency of the California judicial system. The Constitution directs the council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The council also must adopt rules for court administration, practice, and procedure, not inconsistent with statute, and perform other functions prescribed by law. The Administrative Office of the Courts is the staff agency for the council and assists both the council and its Chair in performing their duties.

### **The Center for Families, Children & the Courts**

Administrative Office of the Courts, Center for Families, Children & the Courts (CFCC) is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. Working closely with the Judicial Council's Family and Juvenile Law Advisory Committee, CFCC provides legal and court services, research, education and training, print and electronic publications, and financial assistance to courts and court-connected agencies statewide.

CFCC employs 16 attorneys. Attorneys at CFCC provide legal services to the Judicial Council, the appellate and trial courts, the Judicial Council's Family and Juvenile Law Advisory Committee, court-appointed counsel, Court Appointed Special Advocates (CASA), probation departments, child welfare departments, and internal AOC departments. They give advice on numerous issues that arise out of cases affecting children, families, self-represented litigants, and courts.

### **Duties**

The law student will work on a myriad of projects under the direct supervision of an attorney at the Center for Families, Children & the Courts. Responsibilities may include:

- Legal research, writing, and editing.
- Assisting in conducting special studies and developing recommendations.
- Drafting legal memoranda, correspondence, reports, and other documents.
- Developing comprehensive statistical fact sheets.
- Reading and summarizing juvenile appellate cases.

### **Application Procedure**

Interested students should mail an application, a resume and cover letter, and a short writing sample to: Administrative Office of the Courts, Human Resources Bureau, 455 Golden Gate Avenue, San Francisco, CA 94102-3660. **Telephone (415) 865-8018. E-mail [Robin.Cummings-t@jud.ca.gov](mailto:Robin.Cummings-t@jud.ca.gov).** The position will remain open until filled.

**AN EQUAL OPPORTUNITY EMPLOYER**